

SUGGESTED PROFESSIONAL RESUME FORM FOR FACULTY

(YOUR NAME IN CAPITAL LETTERS)

(In all categories, please respond chronologically with the most recent activity at the top of the list.)

I. Academic Degrees

II. Academic Positions

- a. Teaching Positions
- b. Administrative Positions

III. Non-academic Positions

(List all salaried positions in business, industry, or government. Do not list minor political offices or appointments.)

IV. Teaching Experiences or Academic Service

A. Teaching Experiences

(List the courses you have taught and the number of years of experience with each course. Do not list “Problems” or “Readings” courses.)

1. Undergraduate Courses
2. Undergraduate-Graduate Courses
3. Graduate Courses
4. Other Teaching. (List here interdisciplinary course, supervision of student teachers, workshops, or courses conducted to teach graduate assistants to teach or other kinds of teaching unique to a college or university setting.)
5. Thesis and Dissertation Students. (List here those students for whom you served as the major research advisor and as Chair of the thesis or examining committee).
 - a. Theses:

Name	Degree	Year	University
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 - b. Dissertations:

Name	Degree	Year	University
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6. Membership on Dissertation Committees:
 - a. Name Degree Year University
7. Membership on Thesis Committees:
 - a. Name Degree Year University

B. Academic Support Service (Applies only to Instructional Media, Counseling, Library.)

V. Curriculum Development

(List courses added to the curriculum, workshops, etc.)

- A. Courses
- B. Workshops
- C. Educational Materials (filmstrips, films, TV materials, etc. Give publisher, date of publication, etc.)

VI. Professional Development

(List courses taken, workshops, improvement leaves, post-doctoral training, etc.)

VII. Academic Advising

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|------------------------------|------|--------------------|
| A. Undergraduate
Assigned | Year | Number of Students |
| B. Graduate
Assigned | Year | Number of Students |

VIII. Research Interests

(Give the specialty or specialties within your discipline in which you have high research competence(ies) and with which you prefer to be identified.)

IX. Research Projects and Grants

(List the funding agency, the agency project number if known, the dates, the dollar amount of support, and the title of the project. Do not list pending or unsuccessful applications. Any special research equipment or travel grants should be included under this heading.)

X. Publications or Equivalencies

A. Publications

List only articles published or accepted for publication and/or books published or assigned a publication date. In all cases include publisher, date of publication, pages and other appropriate information.

- 1. Books
 - (a) Textbooks
 - (b) Scholarly books
 - (c) Anthologies and all edited texts designated as such
 - (d) Chapters of books
 - (e) Indexes and other bibliographic texts
- 2. Journal Articles
 - (a) Refereed Articles
 - (1) Journals
 - (2) Newsletters

- (b) Non-refereed Articles
 - (1) Journals
 - (2) Newsletters
 - (3) Miscellaneous
- (c) Editorships of Journals
- 3. Book Reviews
 - (a) Book review essays
 - (b) Book reviews
- 4. Abstracts
- 5. Reports
 - (a) Published
 - (b) Unpublished

OR

B. Equivalencies

Spatial Arts

(List appropriate information, dates, locations, etc.)

1. Invited art shows
2. Invited external art shows
3. Juried exhibitions
4. Works in permanent collections
5. Touring exhibits
6. One-person shows
7. Prizes

OR

Musical Arts

(List appropriate information, dates, locations, etc.)

1. Performances
 - a. Local performances
 - b. External performances
2. Original Musical Compositions published, recorded or performed
(List appropriate information, dates, locations, etc.)
 - a. Commissioned original compositions
 - b. Original compositions
 - c. Transcriptions

OR

Dramatic Arts

1. Directing (Play, where performed, dates, sponsor/producer)
2. Acting (Play, where performed, dates, sponsor/producer)
3. Original Play (Name, publisher or producer, dates, location, etc.)
4. Scenery and costume design (Play, where performed, dates, sponsor/producer)

OR

Patents Awarded

(List patent number, date, etc.)

OR

Product or Engineering Designs

(Describe product, company accepting design, etc.)

OR

Other

XI. Papers Read to Professional Societies

- A. Invited Papers
- B. Refereed Papers
- C. Non-refereed papers

XII. Service

- A. Department
- B. College
- C. University
- D. Professional

(List only offices held or other appropriate professional service such as chairing a symposium or panel discussion.)

XIII. Research or Professional Consultantships

XIV. Membership in Professional Organizations

XV. Honors and Awards

- A. Memberships in Honor Societies
- B. Awards (List award, date, sponsor, etc.)